

STUDENT RECORD COLLECTION

2008-2009

Layout for Tab-Delimited File

Header Records (must include all records exactly as indicated)	
SenderID =<3-digit Division Number of division submitting file (leading zero must be included, i.e. 001)>	
CreateDate =<current date in mm/dd/yyyy format>	
CreateTime =<current time in hh:mm:ss format>	
EMAIL =<sender's e-mail address>	
~~	
DATATYPE =<STUDENT_FALL>	Use: STUDENT_FALL for Fall submission, STUDENT_SPR for Spring submission STUDENT_EOY for the End-of-Year submission STUDENT_SUM for the Summer submission STUDENT_PRESUB for the Pre-Submission Application
~	

“A” Record – fixed length								
Field Length	Field Name	Contents		Required				
				FALL	SPR	EOY	SUM	EIMS
1	Record Type	Constant=A		Y	Y	Y	Y	Y
1	File Submission Type	Constant=1	Use: 1 for the Fall submission 2 for the Spring submission 3 for the End-of-Year submission 4 for the Summer submission 9 for an EIMS submission	Y	Y	Y	Y	Y
4	Beginning School Year	Four-digit year for beginning of school		Y	Y	Y	Y	Y
3	Division Number	Leading zero(s) must be included, i.e. 005		Y	Y	Y	Y	Y

“B” Record – tab delimited (85 columns)							
Field Length	Field Name	Contents	Required				
			FALL	SPR	EOY	SUM	EIMS
1	Record Type	Constant=B	Y	Y	Y	Y	Y
10	State Testing Identifier	State Testing ID as assigned through EIMS	Y	Y	Y	Y	
12	Unique Local Student Identifier	Division-level unique identifier for each student					Y
3	Responsible Division Number	Selection from list of education agency numbers, (leading zero must be included, i.e. 001)	Y	Y	Y	Y	Y
4	Responsible School/Center Code	Selection from list of Virginia school numbers	Y	Y	Y	Y	Y
3	Serving Division Code	Selection from list of education agency numbers, (leading zero must be included, i.e. 001)	Y	Y	Y	Y	Y
4	Serving School/Center Code	Selection from list of Virginia school numbers	Y	Y	Y	Y	Y
1	Active Status Code	A=Active I=Inactive N=Not Enrolled	Y	Y	Y	N	Y
4	Entry Code	Blank (only if active status code is N) or selection from Entry Code list	Y	Y	Y	N	Y
10	Entry Date	Blank (only if active status code is N) or MM/DD/YYYY	Y	Y	Y	N	Y
4	Exit/Withdraw Code	Blank or select from list of exit/withdraw codes	Y	Y	Y	N	Y

Revised: 9/9/2008

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			FALL	SPR	EOY	SUM	EIMS
10	Exit/Withdraw Date	Blank (only if active status code is N) or MM/DD/YYYY	Y	Y	Y	N	Y
2	Racial/Ethnic Code	00=Unspecified 01=Am. Indian 02=Asian 03=Black 04=Hispanic 05=White 06=Native Hawaiian	Y	Y	Y	Y	Y
1	Gender Code	M=Male F=Female	Y	Y	Y	Y	Y
10	Birth Date	MM/DD/YYYY	Y	Y	Y	Y	Y
2	Grade Level Code	Select from the list of grade level codes	Y	Y	Y	Y	Y
1	Kindergarten Half-Day Flag	Y=Yes, student attends half day N=No, student does not attend half day	Y	Y	Y	N	N
3	Primary Disability Code	Blank or select from the list of disability codes	Y	Y	Y	Y	Y
3	Spec Ed Weekly Time %	Blank or Total percentage of time that the spec. ed. student spends each week with a special education teacher	Y	N	N	N	N
1	Disadvantaged Status Flag	N=No, student is not identified as disadvantaged; Y=Yes, student is identified as disadvantaged	Y	Y	Y	Y	Y
1	LEP Status Code	Blank or 1=Students receiving LEP services; 2=LEP and on monitor status - 1st year; 3=LEP and on monitor status - 2nd year; 4=Identified as LEP, but not receiving services; 5=1st year of Post Monitoring Status (FLEP1); 6=2nd year of Post Monitoring Status (FLEP2).	Y	Y	Y	Y	Y
1	LEP Proficiency Code	Blank or 1=Proficiency Level 1 2=Proficiency Level 2 3=Proficiency Level 3 4=Proficiency Level 4	Y	Y	Y	Y	Y
4	Country of Birth Code	Blank or select from list of Country Codes	Y	N	N	N	N
4	Home Language Code	Blank or select from list of Language Codes	Y	N	N	N	N
1	Immigrant & Youth Status Flag	N=No, student not classified as an immigrant Y=Yes, student is classified as an immigrant	Y	N	N	N	N
	Retired #1	Formerly Refugee Flag	N	N	N	N	N
1	Migrant Status Flag	N=No, student does not have certificate of eligibility Y=Yes, student has certificate of eligibility	Y	Y	Y	Y	Y
1	Retired #2	Formerly Homeless Flag	N	N	N	N	N
1	Retired #3	Formerly Neglected/Delinquent Flag	N	N	N	N	N
4	Gifted Code	Select from the list of gifted codes	N	N	Y	N	N
1	Gifted Referral Flag	N=No, student was not referred to the gifted program during current school year; Y=Yes, student was referred to the gifted program during current school year	N	N	Y	N	N

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Field Length	Field Name	Contents	Required				
			FALL	SPR	EOY	SUM	EIMS
2	Title I Code	Blank=not Title I 01=Reading; 02=Math; 03=Reading & Math; 04=Math & Health; 05=Reading & Health; 06=Reading, Math Health; 07=Math & Support Services; 08=Reading & Support Services; 09=Reading, Math & Support Services; 10=Reading, Math, Support Services & Health	Y	Y	Y	N	Y
1	GED Program Code	Blank or 1=GED 2=ISAEP 3=GAD	Y	Y	Y	Y	N
1	International Baccalaureate Program Flag	N=No, student is not in an IB program Y=Yes, student is in an IB program	N	N	Y	Y	N
2	Graduate/Other Completer Code	Blank or 1=Standard diploma; 2=Advanced Studies Diploma; 3=Special Diploma; 4=Certificate of Program Completion; 5=GED; 6=IB; 7=Modified standard diploma; 8=GED as part of ISAEP 9=GAD 10=No award in this school year – school-age student whose IEP allows for multiple years in grade 12 11=No award in this school year - foreign exchange, part-time private, or part-time home school student 12=No award in this school year - seniors whose age and LEP status allow for multiple years in grade 12	N	N	Y	Y	N
2	Graduation Plan Code	Blank or 1=4-yr college 2=2-yr college 3=other education plan 4=Military 5=Employment 6=None	N	N	Y	Y	N
1	Advanced Placement Code	Blank or 1=Enrolled in AP class 2=Enrolled in AP and took AP exam 3=took AP exam	N	N	Y	N	N
1	Dual Enrollment Code	Y=Yes, student is taking one or more courses for college credit; N=No, student is not taking courses for college credit	N	N	Y	N	N

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Field Length	Field Name	Contents	Required				
			FALL	SPR	EOY	SUM	EIMS
1	CTE Finisher Code	Blank or 1=Student finished CTE requirements for completion 2=Student finished CTE requirements for completion of a Tech Prep program 3=Student took at least one CTE course since the 7 th grade but has not finished CTE requirements for completion 4=Student has not taken any state-approved CTE courses since the 7 th grade	N	N	Y	Y	N
4	CTE Career Family Code	Select from the list of CTE Career Family codes	N	Y	N	N	N
3	CTE Special Populations Code	Blank or 4 = Non-traditional Career Preparation 5 = Single Parent 6 = Displaced Homemaker 45 = Non-Trad and Single Parent 46 = Non-Trad and Displaced Homemaker 56 =Single Parent and Displaced Homemaker 456 = Non-Trad, Single Parent and Displaced Homemaker	N	Y	Y	Y	N
2	W8 Reason Code	Blank or 10=Achievement 20=Behavioral 30=Health 40=Family reasons 41=Parental privilege 42=PK student 50=Financial hardship 60=Employment 70=Moved 80=Maximum age 81=Personal choice 82=Post graduate 90=Expulsion	N	N	Y	N	N
1	Summer Dropout Flag	N=No, student is not a summer dropout Y=Yes, student is a summer dropout	N	N	Y	N	N
3	Aggregate Days Present	Number	N	Y	Y	N	N
3	Aggregate Days Absent	Number	N	Y	Y	N	N
1	Retention Flag	N=Promoted; Y=Retained	N	N	Y	N	N
1	Truancy Conference Flag	N=No conference scheduled Y=at least one conference held	N	N	Y	N	N

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Field Length	Field Name	Contents	Required				
			FALL	SPR	EOY	SUM	EIMS
2	Tuition Paid Code	Blank or 2=Paid Tuition to State Supported Institution; 3=Paid Tuition to Private Institution; 4=Paid Tuition to Regional Center; 5=Received Tuition from Another LEA; 7=Served Through CSA; 9=Inter-State Compact Placement; 10=Out of State Students: Contiguous State Offering Same Privileges to VA Students per 22.1-5; 11=Out of State Students: Contiguous State NOT Offering Same Privileges to VA Students per 22.1-5; 12 =Tuition Received from a Non-Contiguous State or US Territory; 15=Paid Tuition to a School Division Outside the Commonwealth of Virginia 16=Tuition waived; student served through Public School Choice agreement 17=Tuition waived; applicable to Fairfax/Falls Church DJJ and Community SVCS BD students only 18=Tuition waived; applicable only to students served by a Full Time Virtual Program	Y	Y	Y	Y	N
2	Non-Public Student FTE	Blank, 10, 25, or 50. This is an implied decimal. .10=10; .25=25; .5=50	Y	Y	Y	N	N
1	Retired #4	Formerly First Year in 9 th Grade Code	N	N	N	N	N
1	Kindergarten Readiness Assessment Flag	N=No, student was NOT given a kindergarten readiness assessment Y=Yes, student was given a kindergarten readiness assessment	Y	Y	Y	N	N
10	NAEP Homeroom Identifier	Optional - Blank or a School assigned homeroom identifier	Y	N	N	N	N
1	School Choice Status Code	blank; 1=Applied to transfer to another school BUT the request was not granted for School Choice under 1116 of Title I; 2=Applied to transfer, AND the request was granted BUT did not transfer to the approved school for School Choice under 1116 of Title I 3=Applied to transfer, AND actually transferred from the Responsible School to the Serving School under 1116 of Title I	Y	Y	Y	N	N
1	Supplemental Education Services Status Code	blank; if school is not in NCLB Sanctions 1=student did not apply to receive services; 2=student received services 3=student applied to receive services BUT did not receive services	Y	Y	Y	N	N
1	Retired #5	Formerly Multiple Years in Grade 12 Flag	N	N	N	N	N

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			FALL	SPR	EOY	SUM	EIMS
5	Diploma Seal	Select from the list of valid State assigned codes to identify any and all diploma seals earned by the graduate	N	N	Y	Y	N
1	Early College Scholar Program Code	1=Student has completed the Early College Scholar Program agreement 2=Student has earned the Governor's Early College Scholar certificate	Y	Y	Y	N	N
1	Distance Learning Flag	N=No, student has not taken a distance learning course during the current school year Y=Yes, student has taken at least one distance learning course during the current school year	Y	Y	Y	N	N
2	PK Experience Code	20=Coordinated Pre-kindergarten Classroom 21=Virginia Preschool Initiative (VPI) 22=Title I Pre-kindergarten 23=Head Start 30=Coordinated Special Education 31=Special Education Only 40=Government – Tuition Charged 50=Private Provider 51=Licensed Family Home Provider 60=No Formal or Institutional PK Program 61=Other 99=Not Provided	Y	Y	Y	N	N
2	PK Weekly Time Code	0=No time in a formal or institutional PK program 1=less than 15 hours per week 15=15 hours or more, but less than 30 hours per week 30=30 or more hours per week	Y	Y	Y	N	N
1	CTE Dual Enrollment Flag	N=No, the student did not take a CTE dual enrollment course during the current school year Y=Yes, the student did take a CTE dual enrollment course during the current school year	N	N	Y	Y	N
1	CTE Competency Attainment Flag	N=No, student did not obtain 80% of the essential competencies from the state-provided, industry-validated competency lists Y=Yes, student obtained 80% of the essential competencies from the state-provided, industry-validated competency lists	N	N	Y	Y	N
4	CTE Program Code	Select from the list of valid State assigned CTE Program Codes	N	N	Y	Y	N
30	Address line 1	The house number and street or post office box of the CTE finisher	N	N	Y	Y	N
30	Address line 2	Continuation of Address line 1, if needed	N	N	Y	Y	N
5	Zip Code	The zip code of the CTE finisher's mailing address	N	N	Y	Y	N

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Field Length	Field Name	Contents	Required				
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10	Telephone Number	A telephone number of the CTE finisher. Include the area code and 7-digit phone number. Parentheses, dashes or other special characters are implied; do not include them with the telephone number.	N	N	Y	Y	N
3	Unexcused Absences	The number of unexcused absences the student has accumulated during the current school year	N	N	Y	N	N
1	Initial Primary Nighttime Residence Code	blank = Not identified as a homeless child or youth, 1 = Unsheltered 2 = Shelters 3 = Doubled-up 4 = Hotels/motels	Y	Y	Y	Y	N
1	Neglected/Delinquent Code	blank = Not identified as Neglected/delinquent, 1 = Neglected programs, 2 = Juvenile Detention, 3 = Juvenile Correction, 4 = Adult Correction 5 = At Risk 6 = Other	Y	Y	Y	Y	N
1	Full Time Virtual Program Code	blank = Not identified as participating in a virtual program 1 = Participates from home, not homebound, not homebased 2 = Participates from home while on homebound education 3 = Participates from home during a homebased expulsion or long-term suspension 4 = Participates from home during a homebased short-term suspension 5 = Participates from a public school facility 6 = Participates from a private school facility 7 = Participates from another location	Y	Y	Y	N	N
1	Foster Care Flag	N = No, Student has not been placed in Foster Care Y = Yes, Student has been placed in Foster Care	Y	Y	Y	N	N
	Filler #1	Reserved for future use	N	N	N	N	N
	Filler #2	Reserved for future use	N	N	N	N	N
	Filler #3	Reserved for future use	N	N	N	N	N
	Filler #4	Reserved for future use	N	N	N	N	N
	Filler #5	Reserved for future use	N	N	N	N	N
	Filler #6	Reserved for future use	N	N	N	N	N
	Filler #7	Reserved for future use	N	N	N	N	N
	Filler #8	Reserved for future use	N	N	N	N	N
	Filler #9	Reserved for future use	N	N	N	N	N
	Filler #10	Reserved for future use	N	N	N	N	N
15	Student First Name	First Name of the Student	Y	Y	Y	Y	Y
15	Student Middle Name	Middle Name of Student	N	N	N	N	N

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Field Length	Field Name	Contents	Required				
			FALL	SPR	EOY	SUM	EIMS
25	Student Last Name	Last Name of the Student	Y	Y	Y	Y	Y

Trailer Record							
RecordCount=<number of A and B records included in this file (A record plus all B records)>							